



# JOIN OUR TEAM!

## English Second Language (ESL) Program Coordinator Part Time (30 hours per week)

**Downtown Branch, 301 Vaughan Street**

Are you passionate about community, education, and wellness? Our ESL Program helps adults who are new to the community learn English language skills while ensuring their children are cared for in a safe and comfortable environment. As the coordinator of the program, you will ensure language training standards are met, ensure quality child care is provided, lead a multidisciplinary team, and complete administrative functions.

### Are you the right fit?

- Exceptional at developing and supporting a team of staff and volunteers
- Foster positive relationships with participants, families, and those related to administering the program
- Provide activities and experiences that meet the needs of the newcomer children
- Assist ESL Teachers in providing language instruction according to best practices
- Register and orient new students/children to program
- Maintain reporting system for government funders and complete internal financial reporting
- Ongoing evaluation and improvement of both language training and child care components of program

### What else do you need?

- Degree or diploma in related field
- 2-4 years experience leading a team to success
- 1+ year of experience managing, planning, and evaluating a related program
- 1-3 years of child care experience preferred
- Early Childhood Educator II, preferred
- Preference for applicants with experience working with newcomer families
- Knowledge of Adult Education, TESL/TEFL, Immigration and Settlement, and Early Childhood Education
- Emergency First Aid and CPR Level C (can provide)
- Caring, compassionate, patient and understanding

### Why work at the Y?

- You make a difference in a participant's life everyday
- Great people and dynamic work environment
- Complimentary individual Y membership
- Super rewarding job, helping participant's grow and prosper!

**Submit your cover letter and resume by August 20, 2021 to: Sara Warkentin, Director, Newcomer Services at [sara.warkentin@ymanitoba.ca](mailto:sara.warkentin@ymanitoba.ca)**

*The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks. We thank you for your interest; however, only candidates selected for an interview will be contacted.*

*Alternate formats available upon request*

